



### APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME

#### Important Information for Parents – please read before completing this form

We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday during term time. It is the Executive Principal who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that the Executive Principal cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

Every request for leave of absence during term time will reviewed on an individual basis with due consideration of the circumstances but the Executive Principal can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Executive Principal will determine the length of the absence to be authorised.

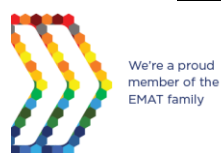
All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.

**I have read the above information and wish to apply for Leave of Absence from Raleigh Infant and Admirals Academy for:**

Child's Full Name:	Date of Birth:	Class:

#### Parent/Carer 1 Details (please list all parents/carers involved in the absence)

<b>First Name:</b>		<b>Surname:</b>	
<b>Address and postcode:</b>			
<b>Telephone number:</b>			



Admirals Way, Thetford, Norfolk IP24 2JT

01842 753 993

office@ral.eastern-mat.co.uk  
office@adm.eastern-mat.co.uk

www.raleighinfant.co.uk



Parent/Carer 2 Details (please list all parents/carers involved in the absence)			
First Name:		Surname:	
Address and postcode:			
Telephone number:			
Details of the absence			
Date of First day of absence:		Date of last day of absence:	
Total Number of days absent:		Expected date of return to school:	
Please provide the reason for this request including supporting evidence:			
<p><b>Please read the following statement and sign to indicate you understand the this:</b>            I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.</p>			
Signed:		Full name:	Date:
Signed:		Full name:	Date:



To be completed by the Academy:			
Date request received:		Total number of days requested:	
Child's Name:	Current % Attendance	Application Authorised or Declined?	
Reason for Academy decision:			
Executive Principal:			
Signed:		Date:	



We're a proud member of the EMAT family



Admirals Way, Thetford, Norfolk IP24 2JT



01842 753 993



office@ral.eastern-mat.co.uk  
office@adm.eastern-mat.co.uk



www.raleighinfant.co.uk

